



Secretariat

ST/CS/SER.A/31
7 June 1990

EDITORIAL DIRECTIVE

Prepared by Editorial Control at the request of the Chief Editor

To: All those concerned with drafting and editing United Nations documents and publications

Subject: REFERENCES TO YEMEN

The People's Democratic Republic of Yemen and the Yemen Arab Republic having formed on 22 May 1990 a single State called the "Republic of Yemen" (short form "Yemen"), where necessary, one of the following footnotes should be added to references to Yemen:

"Yemen was admitted to membership in the United Nations on 30 September 1947 and Democratic Yemen on 14 December 1967. On 22 May 1990 the two countries merged and have since been represented as one Member with the name 'Yemen'."

On 22 May 1990 Democratic Yemen and Yemen merged to form a single State. Since that date they have been represented as one Member with the name 'Yemen'."



Secretariat

ST/CS/SER.A/32
28 September 1990

EDITORIAL DIRECTIVE

Prepared by Documents Control at the request of the Chief Editor

To: All those concerned with drafting and editing United Nations documents and publications

Subject: SUBMISSION OF DOCUMENTS AND PUBLICATIONS
ON WORD-PROCESSING DISKETTES

1. There is a welcome trend to submit manuscripts for processing by the Department of Conference Services accompanied by their electronic version on word-processing diskettes. The manuscript continues to be the authoritative version of the document or publication, but the electronic version is a useful working tool that facilitates and expedites processing. The present directive is intended to lay down some guidelines and procedures to simplify the process for both the submitting offices and the Department of Conference Services and to ensure that such diskettes, which must be provided in all possible cases, can be easily and efficiently used by the word-processing pools and other units in the Department.

2. All diskettes submitted to the Department of Conference Services should be accompanied by the following information:

(a) Name of person in the submitting office to be contacted if necessary and to whom the diskette should be returned;

(b) Room number and telephone extension of that person;

(c) Name, symbol (if known) and number of the word-processing document on the diskette;

(d) Diskette format (WANG VS or OIS, WANG PC or WordPerfect).

This information can be provided either on a label affixed to the diskette or on a diskette transmittal form (see the annex to the present directive).

3. In addition, the following procedures should be followed:

(a) The word-processing diskette should be submitted to Documents Control simultaneously with the D-2 request form and the paper copy of the document or publication;

(b) There should be only one document or publication on each diskette submitted for processing, and the name or symbol and identification number of that document or publication should be written on the label of the diskette;

(c) The text on diskette should be identical in form and content to the paper copy of the document or publication submitted for processing;

(d) "Tabs" should be used instead of spaces for indentation, and "dec tabs" should be used for tables.

4. The co-operation of all concerned in complying with the above guidelines will greatly facilitate the processing of documents and publications in the Department of Conference Services and will be much appreciated.

Annex

DISKETTE TRANSMITTAL FORM

Date: _____

To: DOCUMENTS CONTROL SECTION

For: _____
(Name or symbol)

Wang No.(s): _____

Diskette format: Wang VS or OIS ☐
Wang PC ☐
WordPerfect ☐

Return diskette to: _____
(Name)

(Room No.) (Ext.)



Secretariat

ST/CS/SER.A/33
4 October 1990

EDITORIAL DIRECTIVE

Prepared by Editorial Control at the request of the Chief Editor

To: All those concerned with drafting and editing United Nations documents and publications

Subject: REFERENCES TO GERMANY

The Federal Republic of Germany and the German Democratic Republic having formed on 3 October 1990 a single State called "the Federal Republic of Germany" (short form "Germany"), where necessary, one of the following footnotes should be added to references to Germany:

"The Federal Republic of Germany and the German Democratic Republic were both admitted to membership in the United Nations on 18 September 1973. With effect from 3 October 1990 the two countries united to form one sovereign State under the designation 'Germany'."

"With effect from 3 October 1990 the Federal Republic of Germany and the German Democratic Republic united to form one sovereign State under the designation 'Germany'."



Secretariat

ST/CS/SER.A/33/Rev.1
14 December 1990

EDITORIAL DIRECTIVE

Prepared by Editorial Control at the request of the Chief Editor

To: All those concerned with drafting and editing United Nations documents and publications

Subject: REFERENCES TO GERMANY

The Permanent Mission of the Federal Republic of Germany to the United Nations has requested that the following be brought to the attention of all Secretariat units concerned:

"On several occasions during the past weeks the need arose to refer in United Nations documents to the unification of the two German States. Various offices of the Secretariat have asked this Mission for assistance in this matter.

"In order to achieve the highest possible degree of uniformity in describing this event in the future, the Permanent Mission would like to suggest that the following wording, which accords with the notice in document A/45/567, be consistently used:

"'Through accession of the German Democratic Republic to the Federal Republic of Germany with effect from 3 October 1990, the two German States have united to form one sovereign State. As from the date of unification, the Federal Republic of Germany acts in the United Nations under the designation of "Germany".'"
